



# NOW HIRING!

AW Medplus is looking for motivated, organized, and proactive professionals to join our growing team. If you are passionate about operations and administration, we invite you to apply.

## POSITIONS:

- **OPERATIONS EXECUTIVE**
- **HR & ADMINISTRATION EXECUTIVE**

## **Qualifications**

- 1 year of relevant work experience.
- Strong leadership, organizational, and problem-solving skills.
- Excellent communication and teamwork abilities.
- Proficient in Microsoft Office.
- Able to manage multiple tasks and meet deadlines.
- Customer-focused with a positive and responsible attitude.

## **Key Responsibilities**

- Support daily operations and administrative activities.
- Assist with HR functions, documentation, and staff coordination.
- Maintain records, reports, and operational documents.
- Coordinate with departments and external stakeholders.
- Monitor inventory and procurement activities.
- Ensure compliance with company policies and support process improvements.

**Salary:** To be discussed during the interview

**Contract Duration:** 2 years

If you're ready to grow your career in healthcare management, we'd love to hear from you.

**Send your CV to:** [hr@medplusmaldives.com](mailto:hr@medplusmaldives.com) / 3341777 & 3341775

